



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



Announcement Number: 12-03-098	Opening Date: 1-21-04	Closing Date: 02-06-04	OPEN TO ALL APPLICANTS
POSITION: Case Financial Clerk JS- 945-09	TYPE OF APPOINTMENT: Career Service	Salary Range: \$40,894 - \$53,165 DC Courts non-judicial employees receive federal retirement and benefits	
Division: Family Court	LOCATION: 500 Indiana Ave, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Child Support Program of the Family Court. Incumbent will process and analyze court ordered recalculations of active non IV-D child support cases to determine accuracy of payments and distribution of funds utilizing the automated child support enforcement system. Prepares and submits a report (transmittal slip) of recalculation findings to the Court or other appropriate official. Makes appropriate financial adjustments into the computer system as a result of the recalculation process and its findings. Corresponds, in writing or in person, with internal and external customers as to the recalculation process and its findings. Reviews and interprets court orders of child support cases to ensure compliance. Prepares monthly statistical reports of work received, completed and pending during the previous month. Handles administrative responsibilities and performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in financial management, business administration or a related field which included a minimum of 24 credits in Accounting plus two years of experience coordinating, managing and/or tracking cases in a court, legal, or social service agency or office. Equivalent levels of education or experience may be substituted. Please submit a copy of your most recent performance evaluation with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge of and experience using accounting principles and processes, financial methodologies, practices, terminology, and techniques.
2. Knowledge of the D. C. Superior Court Family Court rules, policies, and procedures as well as Federal laws and local statutes, which relates to the administration and enforcement of local or foreign orders.
3. Ability to research, analyze, and classify financial data.
4. Ability to communicate effectively, orally and in writing, with judges, court staff members, lawyers, clients and others.

**SELECTION PROCESS:** After review of applications and ranking factor responses, a panel interview may be required of the highest qualified candidates.

**EMPLOYEES OF THE ENFORCEMENT BRANCH OF PATERNITY & SUPPORT, FAMILY COURT, WILL BE GIVEN PRIORITY PLACEMENT FOR THIS POSITION.**

Submit D.C. Court Application And Ranking Factors to:  
DC Courts, Human Resources Division, 515 5th Street, NW, Room 213, Washington, DC 20001.  
For further information call (202) 879-0496 or visit our website at [www.dccjobs.gov](http://www.dccjobs.gov)

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.